Consulting and Training | Reach New Heights

Course Name

Advanced Purchasing Management, Tendering & Supplier Selection

Sector Name

Procurement & Supply Chain Operations

Document Type

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Advanced Purchasing Management, Tendering & Supplier Selection

Course Introduction

Purchasing is one of the most important functions for successful organisations. Selecting and applying the appropriate methodologies to ensure value for money and high-quality delivery by suppliers requires collaboration across all functions and a strong contractual underpinning of the supplier relationship. This requires a complete understanding of the needs of the organisations and the capabilities in the supply market.

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Target Audience

✓ Procurement Manager / Supervisor
✓ Procurement officer/assistant
✓ Purchase officer
✓ Vendor manager
✓ Supplier relationship officer
✓ Purchase coordinator
✓ International Buyer
✓ Category purchasing manager
✓ Supply chain officer- Procurements
✓ Logistics Professionals
✓ Distribution Managers
✓ Working in this field
✓ Those who want to start a career in this field

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Learning Objectives

- ✓ Be more effective in managing Purchasing
- ✓ Development of appropriate strategies for delivering value
- ✓ Use appropriate methodologies for managing suppliers
- ✓ Use of tendering, negotiation, and other techniques
- ✓ Enhance the value obtained from suppliers
- ✓ How to measure and improve the performance of the Purchasing function
- ✓ Consider how the wider business environment affects procurement
- ✓ Consider the latest advances in Purchasing management

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Course Outline

✓ Day 01

The Basis of Purchasing Management

- ✓ Principles of Good Procurement
- ✓ Requirements and Specifications
- ✓ Spend mapping
- ✓ Supply Segmentation
- ✓ Contracts
- ✓ Price, cost, and value

Principles of Good Management

- ✓ Strategy, vision
- ✓ Styles of management
- ✓ Objectives of Purchasing Management
- ✓ Organisational structure

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Course Outline

✓ Day 02

Sourcing and supplier management

- ✓ Appropriate sourcing techniques
- ✓ Tendering
- ✓ Open, Restricted, negotiated, competitive dialogue.
- ✓ PQQ – pre-qualification questionnaires
- ✓ Tender evaluation
- ✓ Negotiation
- ✓ Electronic procurement
- ✓ E-auctions
- ✓ Assessing and allocating risk
- ✓ Identifying Risk
- ✓ Mitigating Risk
- ✓ Split supply arrangements
- ✓ Approved supplier lists and blacklists

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Course Outline

✓ Day 03

Risks and opportunities in the supply market

- ✓ Supplier Management and Development
- ✓ Global sourcing
- ✓ Incoterms
- ✓ Supplier Evaluation
- ✓ Partnerships and alliances
- ✓ Force majeure clauses
- ✓ Supplier Development
- ✓ Local supplier development
- ✓ Corporate Social Responsibility
- ✓ Ethical and environmentally responsible sourcing

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Course Outline

✓ Day 04

Managing Project Suppliers

- ✓ Ensuring performance
- ✓ Getting back on track
- ✓ Total cost of ownership
- ✓ Managing Partnerships
- ✓ Appropriate opportunities for partnering and alliances
- ✓ Structure of partnerships
- ✓ Duration and end of partnership arrangements
- ✓ Managing non-critical suppliers
- ✓ Managing Service Suppliers
- ✓ Service Level Agreements
- ✓ Supplier non-conformance and corrective actions

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Course Outline

✓ Day 05

Measuring Performance, leading change in Procurements

- ✓ Measuring Performance
- ✓ Key Performance Measures
- ✓ Financial Measures
- ✓ Leading Change
- ✓ Ensuring cross-functional collaboration
- ✓ Procurement marketing
- ✓ Promoting Purchasing to the organisation
- ✓ Change Management
- ✓ Critical path analysis
- ✓ Stakeholder analysis
- ✓ Action planning
- ✓ Programme highlights and final observations

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 1, 2027	Aug. 5, 2027	5 days	4250.00 $	KSA , Jeddah
March 15, 2027	March 19, 2027	5 days	5950.00 $	switzerland , Geneva
June 14, 2027	June 18, 2027	5 days	4250.00 $	UAE , Dubai
Dec. 13, 2026	Dec. 17, 2026	5 days	4250.00 $	Qatar , Doha

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